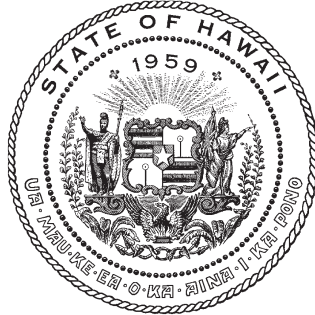


**STATE OF HAWAII
DEPARTMENT OF TAXATION**



**General Information
and Scannable Specifications
for
Form TA-2 (Rev. 2017)**

Contact Information

Hawaii Department of Taxation
Technical Section
Attn: Sharlene Tagami, Forms Coordinator
830 Punchbowl Street, Rm 126
Honolulu, Hawaii 96813

Telephone: (808) 587-1577
Fax: (808) 587-1584
E-mail: Tax.Technical.Section@hawaii.gov

Hawaii Software Vendor Website

Address:
tax.hawaii.gov/vendor/

Note: Reproduced forms must meet the requirements as established in this document and our current Forms Reproduction Policy.

FORM TA-2 (Rev. 2017)

General Information and Scannable Specifications

This document provides software vendors with the requirements for reproducing Form TA-2. Form TA-2 is designed for electronic scanning that permits faster processing with fewer errors. Software developers who reproduce, develop, or distribute Form TA-2 must create the form so the variable data (specified fields containing

taxpayer information) are printed in a fixed format that can be read by the Department's IBML scanners.

Substitute scannable forms **MUST** meet the requirements as established in this document and our current Forms Reproduction Policy, and be approved prior to release or distribution.

GENERAL INFORMATION

1. Substitute Form

- We highly recommend you use the Department's official Form TA-2 PDF.
- If you do not use the Department's official PDF, the substitute form must match the Department's form in layout and appearance including **bold** and/or *italics* fonts as they appear on the official form.
- Lines of text in a paragraph must break at the same location as the official form.
- All forms and variable data must have a high standard of legibility for printing.
- Photocopies of the scannable form must not be submitted to the Department for processing.
- Substitute scannable forms must be proofread prior to submission.

2. Paper and Ink

- The paper size is 8.5 inches by 11 inches, the same size as the Department's original form. The paper weight must be at least 20 pound white bond and the page orientation is portrait.
- Black ink should be used in printing the text on the form and the variable data.

3. Variable Data

- All variable data fields must utilize 12 pt Courier font.
- All variable data fields require exact placement.
- Print all alpha characters uppercase.
- Use a bold X (**X**) as a checkbox indicator. See exhibit for exact placement. The use of a checkmark is not acceptable.

4. Variable Data Delimiters

- Tax Year Ending must be printed with dash (-) delimiters. For example:
MM-DD-YY
(2 digits for month, followed by a dash (-), followed by 2 digits for the day, followed by a dash (-), followed by 2 digits for the tax year ending).
- Taxpayer's Hawaii Tax I.D. Number must be printed with dash (-) delimiters. For example:
TA-012-345-6789-01
(TA, followed by a dash (-), followed by 3 digits, followed by a dash (-), followed by 3 digits, followed by a dash (-), followed by 4 digits, followed by a dash (-), followed by 2 digits.)

Note: For Form TA-2, the Taxpayer's Hawaii Tax I.D. Number begins with "TA." The TA must be included in the variable data field.

5. Dollar Amounts

999999999999.99

- Do not use commas as thousand separators.
- Do not use leading dollar signs.
- Amounts are right justified.

6. Testing and Approval of the Scannable Form



- A minimum of 5 hardcopy test samples must be provided to ensure proper testing including 1 hardcopy test sample that contains all maximized fields (one alpha "X" or numeric "9" character space with no leading or trailing spaces).
- Test samples must be originals. Photocopies, fax submissions, etc. will not be accepted.
- Test samples must be populated with unique sample variable data showing different scenarios.
- It will require 1 to 2 weeks, upon receipt by the Department, to verify the accuracy of the submitted sample.
- Approval of the facsimile must be obtained from the Department **prior** to filing.
- Form TA-2 (Rev. 2017) cannot be filed until 2018.

SCANNABLE SPECIFICATIONS

1. Hawaii Vendor I.D. Number

- Print your 2-digit Hawaii Vendor I.D. Number preceded with "ID NO" label (see exhibit for exact placement).
 - Page 1: The bottom of the Hawaii Vendor I.D. Number is 1.5 inches from the top edge of the form and the beginning of the 2-digit Hawaii Vendor I.D. Number is 2.0625 inches from the left edge of the form.
 - Page 2: The bottom of the Hawaii Vendor I.D. Number is .6875 inch from the bottom of the form and the beginning of the 2-digit Hawaii Vendor I.D. Number is 3.125 inch from the left edge of the form.
- See our Hawaii software vendor website for your Hawaii Vendor I.D. Number. If your company is not listed, please contact the Forms Coordinator.

2. Anchors

- Anchors are required on every page. The scanning equipment looks for "L" anchors. Exact placement of the registration marks is required.
- The vertical and horizontal edges of the "L" anchors must be the same length of 0.3125 inch long and 0.0278 inches thick.
- There are **two** anchors on each page.
 - Page 1: The top right "L" anchor's horizontal edge rests at 1.5 inches from the top edge of the form and the vertical edge rests at 0.4375 inch from the right edge of the form.
 - Page 2: The top right "L" anchor's horizontal edge rests at 0.8125 inch from the top edge of the form and the vertical edge rests at 0.4375 inch from the right edge of the form.
 - Page 1: The bottom left "L" anchor's vertical edge rests at 0.4375 inch from the left edge of the form and the horizontal edge rests at 0.5 inch from the bottom edge of the form.
 - Page 2: The bottom left "L" anchor's vertical edge rests at 0.5 inch from the left edge of the form and the horizontal edge rests at 0.5 inch from the bottom edge of the form.
- The tolerance is 1 mm or 0.0394 inch.

- No data or other stray marks are allowed to encroach within the white space in a 0.3125 inch square of the anchor.



3. QR Code

- A QR code is specific to the form. The property of the 2D symbology QR code is measured in CM.
- Placement of the QR code is as follows (see exhibit for exact placement):
 - Page 1: 0.875 inch from the top edge of the form and 0.5 inch from the left edge of the form.
 - Page 2: 1.0625 inch from the top edge of the form and 0.5 inch from the left edge of the form.
- Height of the QR code is 0.5 inch.
- Length of the QR code is 0.5 inch.
- Narrow Module Size is set to 0.18.
- Margin is set to 0.18.
- Open space surrounding the QR code should be adhered to as much as possible.
- DO NOT stretch the QR code image.
- The required QR code for page 1 is TA2_T 2017A 01:



The required QR code for page 2 is
TA2_T 2017A 02:



The QR code includes the form number code (TA2), an underscore, type of form (T), space, 4-digit form year (2016), 1-letter revision indicator, space and 2-digit page number (01) or (02). There are no hyphens.

- The human readable text for the QR code MUST be printed at the bottom of each page at 0.5 inch from the left edge of the form and the bottom of the human readable text is 0.25 inch from the bottom edge of the form utilizing 6 pt Helvetica font.
- Use of the Department of Taxation's JPEG file of the QR code is preferable. The JPEG files can be found at our software vendor website.

General Information and Scannable Specifications

- DO NOT use Windows Metafile Format (wmf). This format causes a very low read rate by the Department's IBML scanners.

4. Acetate Overlays

- Acetate overlays will assist in the exact data field placement. Verify your test data filled facsimile samples with the overlays prior to submitting them for testing. If the samples do not match the overlays

within 0.0625 inch, do not submit them for approval as they will be rejected.

- Acetate overlays will be mailed to vendors listed on our Hawaii software vendor website who previously reproduced Form TA-2. If you are now reproducing Form TA-2, contact the Forms Coordinator for the acetate overlays. If your company is not listed and you are reproducing Form TA-2, please contact the Forms Coordinator.

TRANSIENT ACCOMMODATIONS TAX
ANNUAL RETURN & RECONCILIATION

For Tax Years Ending After December 31, 2017

ID NO 99

X Place an "X" in this box ONLY if this is an AMENDED return

TAX YEAR ENDING 99-99-99 HAWAII TAX I.D. NO. TA-999-999-9999-99

NAME: TAXPAYER NAMEXXXXXXXXXXXXXXXXXXXX Last 4 digits of your FEIN or SSN 9999

	DISTRICT	Column a GROSS RENTAL OR GROSS RENTAL PROCEEDS	Column b EXEMPTIONS/DEDUCTIONS (Explain on Reverse Side)	Column c TAXABLE PROCEEDS (Column a minus Column b)	
PART I — TRANSIENT ACCOMMODATIONS TAX	1. OAHU	999999999999.99	999999999999.99	999999999999.99	1
	2. MAUI, MOLOKAI, LANAI	999999999999.99	999999999999.99	999999999999.99	2
	3. HAWAII	999999999999.99	999999999999.99	999999999999.99	3
	4. KAUAI	999999999999.99	999999999999.99	999999999999.99	4
PART II — TIMESHAKE OCCUPANCY TAX	TOTAL FAIR MARKET RENTAL VALUE				
	5. OAHU DISTRICT		5.	999999999999.99	
	6. MAUI, MOLOKAI LANAI DISTRICT		6.	999999999999.99	
	7. HAWAII DISTRICT		7.	999999999999.99	
PART III — TAX COMPUTATION	8. KAUAI DISTRICT		8.	999999999999.99	
	9. TOTAL AMOUNT TAXABLE. Add Column c of lines 1 thru 4 and lines 5 thru 8. Enter result here (but not less than zero).		9.	999999999999.99	
	10. Tax Rate		10.	x0.1025	
	11. TOTAL TAXES DUE. Multiply Line 9 by Line 10 and enter the result here. If you did not have any activity for the year, enter "0.00" here		11.	999999999999.99	
PART IV — ADJUSTMENTS & RECONCILIATION	12. Amounts assessed during the year...	PENALTY 999999999999.99 INTEREST 999999999999.99	12.	999999999999.99	
	13. TOTAL AMOUNT. Add lines 11 and 12		13.	999999999999.99	
	14. TOTAL PAYMENTS MADE LESS ANY REFUNDS RECEIVED FOR THE TAX YEAR		14.	999999999999.99	
	15. CREDIT CLAIMED ON ORIGINAL ANNUAL RETURN (For Amended Return ONLY)		15.	999999999999.99	
	16. NET PAYMENTS MADE. Line 14 minus line 15		16.	999999999999.99	
	17. CREDIT TO BE REFUNDED. Line 16 minus line 13		17.	999999999999.99	
18. ADDITIONAL TAXES DUE. Line 13 minus line 16		18.	999999999999.99		

DECLARATION - I declare, under the penalties set forth in section 231-36, HRS, that this return (including any accompanying schedules or statements) has been examined by me and, to the best of my knowledge and belief, is a true, correct, and complete return, made in good faith for the tax period stated, pursuant to the Transient Accommodations Tax Laws, and the rules issued thereunder.

IN THE CASE OF A CORPORATION OR PARTNERSHIP THIS RETURN MUST BE SIGNED BY AN OFFICER, PARTNER OR MEMBER, OR DULY AUTHORIZED AGENT.

SIGNATURE

TITLE

DATE

DAYTIME PHONE NUMBER

TITLEXXXXXXXXXX

99/99/99

(999) 999-9999

Continued on page 2 — Parts V, VI & VII MUST be completed

FORM TA-2

Page 2 of 2

Name: TAXPAYER NAMEXXXXXXXXXXXXXXXXXXXX



Hawaii Tax I.D. No. TA-999-999-9999-99

Last 4 digits of your FEIN or SSN 9999

TAX YEAR ENDING 99-99-99

PART V — TOTAL AMOUNT DUE

19. FOR LATE FILING ONLY



PENALTY

999999999999.99

INTEREST

999999999999.99

19.

999999999999.99

20. TOTAL AMOUNT DUE AND PAYABLE. Add lines 18 and 19.....20.

999999999999.99

21. PLEASE ENTER THE AMOUNT OF YOUR PAYMENT. Attach a check or money order payable to "HAWAII STATE TAX COLLECTOR" in U.S. dollars drawn on any U.S. bank to Form TA-2. Write "TA", the filing period, your Hawaii Tax I.D. No., and your daytime phone number on your check or money order. Mail to: HAWAII DEPARTMENT OF TAXATION, P.O. BOX 2430, HONOLULU, HI 96804-2430 or file and pay electronically at tax.hawaii.gov/eservices/. If you are NOT submitting a payment with this return, please enter "0.00" here.....21.

999999999999.99

PART VI — SCHEDULE OF EXEMPTIONS/DEDUCTIONS

Note: Most ordinary business expenses are NOT DEDUCTIBLE (e.g., materials, supplies, etc.) on your transient accommodations tax return. For more information, see the Form TA-2 Instructions.

You must explain your exemptions and deductions, otherwise they will be disallowed and you will owe more taxes.

DISTRICT / ED CODE	AMOUNT	DISTRICT / ED CODE	AMOUNT	DISTRICT / ED CODE	AMOUNT
9 999	999999999999.99	9 999	999999999999.99	9 999	999999999999.99
9 999	999999999999.99	9 999	999999999999.99	9 999	999999999999.99
9 999	999999999999.99	9 999	999999999999.99	9 999	999999999999.99
9 999	999999999999.99	9 999	999999999999.99	9 999	999999999999.99

Grand Total of Exemptions and Deductions — Add the amounts above in Part VI and enter here. If more space is needed, attach a schedule. Include the total deductions claimed from any attachments in this total. (See Instructions).....

999999999999.99

Additional Instructions for Exemptions/Deductions (ED)

For each exemptions/deductions you have claimed, enter:

- For the "DISTRICT" column, enter the number that represents the Tax District from which the income was earned.
1 = Oahu; 2 = Maui; 3 = Hawaii; and 4 = Kauai
- For the ED Code please see the list of codes below and enter the corresponding Exemption/Deduction code.
- Enter your total amount of the exemption/deduction claimed for that District and ED Code.

Example: Taxpayer A received gross rental proceeds of \$2,000.00 from the Consul General of the Philippines for lodging on Maui. Taxpayer A enters the following to justify the deduction entered in Part I, Line 2, Column b of the Transient Accommodations Tax Return:

DISTRICT / ED CODE	AMOUNT
2/110	000,000.00

Description (HRS)	ED Code	Description (HRS)	ED Code	Description (HRS)	ED Code
Complimentary Accommodations (§237D-3(7))	100	Nonprofit Organization, Lodging provided by a		Temporary Lodging Allowance for military	
Diplomats and Consular Officials (§237D-3(8)).....	110	(§237D-3(3))	140	(§237D-3(4))	180
Federal or state subsidized lodging		School Dormitories (§237D-3(2)).....	150	Working Fringe Benefit (§237D-3(7)).....	190
(§237D-3(5))	120	Students —			
Health care facilities defined in HRS§321-11(10)		Full-time Post-secondary (§237D-3(6)).....	160		
(§237D-3(1))	130	Summer Employment (§237D-3(6)).....	170		

PART VII — RECONCILIATION OF GROSS RENTAL OR GROSS RENTAL PROCEEDS

AMOUNT

- | | |
|-----------------|---|
| 999999999999.99 | 1. Gross rental or gross rental proceeds — Total of Part I, column (a), lines 1 through 4. (Note: Does NOT include general excise taxes visibly passed on or transient accommodations taxes visibly passed on.) |
| 999999999999.99 | 2. Total general excise taxes visibly passed on. |
| 999999999999.99 | 3. Add lines 1 and 2. This amount is your gross proceeds from furnishing transient accommodations that are reportable on line 13, column c of your General Excise/Use Tax Annual Return & Reconciliation (Form G-49). |

ID NO 99

Form TA-2
(Rev. 2017) **26**

**TRANSIENT ACCOMMODATIONS TAX
ANNUAL RETURN & RECONCILIATION**

For Tax Years Ending After December 31, 2017

ID NO 99

☒ Place an "X" in this box ONLY if this is an AMENDED return

TAX YEAR ENDING 99-99-99

HAWAII TAX I.D. NO.

TA-999-999-9999-99

NAME: TAXPAYER NAMEXXXXXXXXXXXXXXXXXXXX

Last 4 digits of your FEIN or SSN

9999

	Column a DISTRICT GROSS RENTAL OR GROSS RENTAL PROCEEDS	Column b EXEMPTIONS/DEDUCTIONS (Explain on Reverse Side)	Column c TAXABLE PROCEEDS (Column a minus Column b)	
PART I — TRANSIENT ACCOMMODATIONS TAX	1. OAHU	999999999999.99	999999999999.99	1
	2. MAUI, MOLOKAI, LANAI	999999999999.99	999999999999.99	2
	3. HAWAII	999999999999.99	999999999999.99	3
	4. KAUAI	999999999999.99	999999999999.99	4
PART II — TIMESHARE OCCUPANCY TAX	TOTAL FAIR MARKET RENTAL VALUE			
	5. OAHU DISTRICT	5.	999999999999.99	
	6. MAUI, MOLOKAI LANAI DISTRICT	6.	999999999999.99	
	7. HAWAII DISTRICT	7.	999999999999.99	
PART III — TAX COMPUTATION	8. KAUAI DISTRICT	8.	999999999999.99	
	9. TOTAL AMOUNT TAXABLE. Add Column c of lines 1 thru 4 and lines 5 thru 8. Enter result here (but not less than zero).	9.	999999999999.99	
	10. Tax Rate	10.	x0.1025	
	11. TOTAL TAXES DUE. Multiply Line 9 by Line 10 and enter the result here. If you did not have any activity for the year, enter "0.00" here	11.	999999999999.99	
PART IV — ADJUSTMENTS & RECONCILIATION	12. Amounts assessed during the year...	PENALTY 999999999999.99 INTEREST 999999999999.99	12.	999999999999.99
	13. TOTAL AMOUNT. Add lines 11 and 12.	13.	999999999999.99	
	14. TOTAL PAYMENTS MADE LESS ANY REFUNDS RECEIVED FOR THE TAX YEAR.	14.	999999999999.99	
	15. CREDIT CLAIMED ON ORIGINAL ANNUAL RETURN (For Amended Return ONLY)	15.	999999999999.99	
	16. NET PAYMENTS MADE. Line 14 minus line 15	16.	999999999999.99	
	17. CREDIT TO BE REFUNDED. Line 16 minus line 13	17.	999999999999.99	
	18. ADDITIONAL TAXES DUE. Line 13 minus line 16	18.	999999999999.99	

DECLARATION - I declare, under the penalties set forth in section 231-36, HRS, that this return (including any accompanying schedules or statements) has been examined by me and, to the best of my knowledge and belief, is a true, correct, and complete return, made in good faith for the tax period stated, pursuant to the Transient Accommodations Tax Laws, and the rules issued thereunder.

IN THE CASE OF A CORPORATION OR PARTNERSHIP, THIS RETURN MUST BE SIGNED BY AN OFFICER, PARTNER OR MEMBER, OR DULY AUTHORIZED AGENT.

SIGNATURE	TITLE	DATE	DAYTIME PHONE NUMBER
	TITLEXXXXXXXXXX	99/99/99	(999) 999-9999

Continued on page 2 — Parts V, VI & VII **MUST** be completed

Name: TAXPAYER NAMEXXXXXXXXXXXXXXXXXXXX



Hawaii Tax I.D. No. TA-999-999-9999-99

Last 4 digits of your FEIN or SSN 9999

TAX YEAR ENDING 99-99-99

PART V — TOTAL AMOUNT DUE

19. **FOR LATE FILING ONLY** → PENALTY 999999999999.99
INTEREST 999999999999.99 19. 999999999999.99
20. **TOTAL AMOUNT DUE AND PAYABLE.** Add lines 18 and 19.....20. 999999999999.99
21. **PLEASE ENTER THE AMOUNT OF YOUR PAYMENT.** Attach a check or money order payable to "HAWAII STATE TAX COLLECTOR" in U.S. dollars drawn on any U.S. bank to Form TA-2. Write "TA", the filing period, your Hawaii Tax I.D. No., and your daytime phone number on your check or money order. Mail to: HAWAII DEPARTMENT OF TAXATION, P.O. BOX 2430, HONOLULU, HI 96804-2430 or file and pay electronically at tax.hawaii.gov/eservices/. If you are NOT submitting a payment with this return, please enter "0.00" here.....21. 999999999999.99

PART VI — SCHEDULE OF EXEMPTIONS/DEDUCTIONS

Note: Most ordinary business expenses are NOT DEDUCTIBLE (e.g., materials, supplies, etc.) on your transient accommodations tax return. For more information, see the Form TA-2 Instructions.

You must explain your exemptions and deductions, otherwise they will be disallowed and you will owe more taxes.

DISTRICT / ED CODE	AMOUNT	DISTRICT / ED CODE	AMOUNT	DISTRICT / ED CODE	AMOUNT
9 999	999999999999.99	9 999	999999999999.99	9 999	999999999999.99
9 999	999999999999.99	9 999	999999999999.99	9 999	999999999999.99
9 999	999999999999.99	9 999	999999999999.99	9 999	999999999999.99
9 999	999999999999.99	9 999	999999999999.99	9 999	999999999999.99

Grand Total of Exemptions and Deductions — Add the amounts above in Part VI and enter here. If more space is needed, attach a schedule. Include the total deductions claimed from any attachments in this total. (See Instructions)..... 999999999999.99

Additional Instructions for Exemptions/Deductions (ED)

For each exemptions/deductions you have claimed, enter:

- For the "DISTRICT" column, enter the number that represents the Tax District from which the income was earned.
1 = Oahu; 2 = Maui; 3 = Hawaii; and 4 = Kauai
- For the ED Code please see the list of codes below and enter the corresponding Exemption/Deduction code.
- Enter your total amount of the exemption/deduction claimed for that District and ED Code.

Example: Taxpayer A received gross rental proceeds of \$2,000.00 from the Consul General of the Philippines for lodging on Maui. Taxpayer A enters the following to justify the deduction entered in Part I, Line 2, Column b of the Transient Accommodations Tax Return:

DISTRICT / ED CODE	AMOUNT
2/110	2,000.00

Description (HRS)	ED Code	Description (HRS)	ED Code	Description (HRS)	ED Code
Complimentary Accommodations (§237D-3(7)).....100		Nonprofit Organization, Lodging provided by a		Temporary Lodging Allowance for military	
Diplomats and Consular Officials (§237D-3(8)).....110		(§237D-3(3)).....140		(§237D-3(4)).....180	
Federal or state subsidized lodging		School Dormitories (§237D-3(2)).....150		Working Fringe Benefit (§237D-3(7)).....190	
(§237D-3(5)).....120		Students —			
Health care facilities defined in HRS§321-11(10)		Full-time Post-secondary (§237D-3(6)).....160			
(§237D-3(1)).....130		Summer Employment (§237D-3(6)).....170			

PART VII — RECONCILIATION OF GROSS RENTAL OR GROSS RENTAL PROCEEDS**AMOUNT**

- 999999999999.99 1. Gross rental or gross rental proceeds — Total of Part I, column (a), lines 1 through 4. (Note: Does NOT include general excise taxes visibly passed on or transient accommodations taxes visibly passed on.)
- 999999999999.99 2. Total general excise taxes visibly passed on.
- 999999999999.99 3. Add lines 1 and 2. This amount is your gross proceeds from furnishing transient accommodations that are reportable on line 13, column c of your General Excise/Use Tax Annual Return & Reconciliation (Form G-49).

ID NO 99